Native Village of Eyak 110 Nicholoff Way P.O. Box 1388 Cordova, Alaska 99574-1388 P (907) 424-7738 * F (907) 424-7739 www.eyak-nsn.gov



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Ilanka Cultural Center On-Call Gift Shop Clerk

Team: Cultural Department Salary Range: \$15-\$17 per hour

Reports to: Cultural Director Schedule: On Call

FLSA Status: Non-Exempt from Overtime Last Revised: February 2021

The Ilanka Cultural Center On-Call Gift Shop Clerk maintains and cashiers the gift shop & webstore.

This position performs a variety of routine work within established policies and procedures and receives detailed instructions on new projects and assignments.

Responsibilities/Duties

- Open and close gift shop.
- Cashier for gift shop.
- Update gift shop displays.
- Track Inventory using Point of Sale system.
- Provide Cultural Information to visitors.
- Answer telephones, answer questions, take messages, etc.
- Other duties as assigned.

Competencies (Knowledge, Skills and Abilities)

Good organizational skills. Good design and written English skills. Excellent computer skills, including Microsoft office programs. Ability to follow instructions, and exercise independent judgment. Knowledge of point of sale systems. Ability to manage webstore. Knowledge of Prince William Sound Native history, culture, language, traditions, values. Knowledge of fiscal management. Excellent customer service skills.

Experience Requirement

1-year customer service experience preferred.

Education Requirement

Bachelor's degree in business preferred. High school diploma or equivalent required.

Performance Standard

Regularly manipulate a variety of data via verbal, written and electronic media

Regularly sit for long periods of time to complete tasks.

Regularly bend, crouch, stand, move about to complete work.

Typically lifts 25 lbs. to coordinate work.

Regularly manipulate electronic data to gather, input and otherwise coordinate work.

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Typically uses office machines such as multi-line phones, faxes, scanners or otherwise communicates, corresponds and completes these tasks associated with office machines.

Environmental Factors

Majority of work will be completed in an office within a cultural center, exposure to copiers, office equipment, artifacts and prehistoric items.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and
responsibilities to this job at any time. By signing below, I acknowledge receipt of this job
description and that my supervisor has discussed it with me.

Employee Signature	Date	Supervisor Signature	Date
	 Date		